

FILED: *Reg. & Mgt.*
RETURN TO

RECORDS MANAGEMENT DIVISION

Chief, Records Center Branch

12 October 1954

Chief, Records Management Division

Proposed Handbook for Internal Operations of Records Center

STAT 1. The attached document was handed to me by STAT
 He briefly described it as a proposed hand-
book for the internal operations of the Records Center and
asked that I review it. I have made a quick review and my im-
pression is that it is, primarily, material which was taken
from a manual developed by the General Services Administration
pertaining to the operation of records centers for the benefit
of all Federal departments.

2. Will you review this document and give me a written
report by 20 October, outlining (a) applicability; (b) com-
pleteness; and (c) any other information that you think will
present an overall evaluation of this work?

STAT

Attachment

STAT

10/12/54